



DEPARTMENT OF THE ARMY
UNITED STATES ARMY STUDENT DETACHMENT
5450 STROM THURMOND BOULEVARD ROOM 244
FORT JACKSON, SOUTH CAROLINA 29207

ATMT-LTB-LSD

08 December 2016

MEMORANDUM FOR All personnel permanently assigned to the United States Army Student Detachment (USASD)

SUBJECT: Policy Memorandum #11 – **Accountability Requirements**

1. References:

- a. AR 600-8-6, Personnel Accounting and Strength Reporting, dated 01 April 2015.
- b. AR 600-8-104, Army Military Human Resource Records Management, 07 April 2014.
- c. AR 600-8-2, Suspension of Favorable Personnel Actions (Flag), 11 May 2016.
- d. AR 600-9, The Army Body Composition Program, 28 June 2013.
- f. FM 7-22, Army Physical Readiness Training, 26 October 2012.
- g. Department of the Army Personnel Policy Guidance (PPG), URL <http://www.armyg1.army.mil/MilitaryPersonnel/ppg.asp>.

h. This memorandum supersedes all previous versions of Policy Memorandum #11.

2. The intent of the US Army Student Detachment accountability program is to ensure all students are properly accounted for and are not in violation of UCMJ Art 86 Absence without Leave (AWOL). The two methods that the US Army Student Detachment will use to ensure proper accountability are monthly Personnel Status report (PERSTAT) and Personnel Accountability Inventory (PAI).

3. Monthly PERSTAT. The status of all personnel assigned or attached to the USASD will be reported NLT the first of each month. If the first of the month falls on the weekend, then the status is due NLT the Friday prior.

- a. The Senior Liaison Officer or Senior Advisor (SLO/SA) for each school is responsible for reporting the status of all students assigned to the USASD. If a student is located in a region without a senior advisor, then that student is individually responsible for reporting their status to the USASD.
- b. The following information is required:

- (1) Complete name of each student.
- (2) Status for the month, including anticipated leaves, passes, and TDY dates.
- (3) POC information, including current phone numbers and email addresses.

c. The status must be e-mailed, mailed, or faxed to the Student Detachment.
Phone calls for accountability will not be accepted.

4. Semi- Annual PAI. The semi-annual PAI occurs in April and October of each year. 100% participation by the students of USASD is required. During the PAI, you will be required to verify your current address, POC information, and other personnel/ training requirements as specified by the memorandum of instruction (MOI). The semi-annual MOI will be sent via email and posted to the USASD website at least 10 days prior to the beginning of the PAI.

5. Depending upon the circumstances, failure to provide an accountability status or participate in the PAI will result in appropriate corrective action, either administrative or UCMJ.

6. Point of contact for this memorandum is the undersigned at (803) 751-5305.


E. VICTORIA NIETO
CPT, AG
Commanding



DEPARTMENT OF THE ARMY
UNITED STATES ARMY STUDENT DETACHMENT
5450 STROM THURMOND BOULEVARD ROOM 244
FORT JACKSON, SOUTH CAROLINA 29207

ATMT-LTB-LSD

08 December 2016

MEMORANDUM FOR All personnel permanently assigned to the United States Army Student Detachment (USASD)

SUBJECT: Policy Memorandum #12 – **Ordinary Leave**

1. References:

a. AR 600-8-10, Leaves and Passes, dated 15 February 2006, RAR 001 dated 4 August 2011.

b. DOD 4500.54-G, DoD Electronic Foreign Clearance Guide available at <https://www.fcg.pentagon.mil/>.

c. This memorandum supersedes previous version of Policy Memorandum #12.

2. Soldiers assigned to USASD are on an honor system for leave and are expected to submit a Request and Authority for Leave (DA Form 31) for leave during any period that the Soldier expects a change in their duty status (i.e. present for duty to leave status).

3. Ordinary leave begins and ends on post, at duty location (University/Training Agency), or at the location from where Soldier normally commutes to duty. Soldier must be physically at one of these locations when departing to or returning from ordinary leave.

4. Leave will be charged as requested. Any changes to "**Start and End date**" must be received by the USASD Operations Administrative Clerk prior to each effective date. Notification for departure or return is **NOT** required unless the dates are other than what is indicated on DA Form 31.

5. **CONUS** leave requests in excess of 30 days, must be received in USASD NLT 30 business days prior to its start date; requests less than 30 days, NLT 15 business days prior to its start date. We will take action immediately, and request will be processed and returned promptly via official e-mail address. Proper procedures are as follows:

a. Completed DA Form 31 with accurate leave address and telephone contact number, in block 6.

b. Submit most recent Leave and Earnings Statement (LES).

6. **OCONUS** leave request must be received by USASD **NLT 45 days prior to the departure date**. We will take action immediately, and request will be processed and returned promptly via official e-mail address.

7. In accordance with **AR 600-8-10, Chapter 8**:

a. Soldiers desiring to take leave or travel outside the United States or outside the territory or foreign country of current assignment must obtain travel clearance approval.

b. Soldiers desiring to take leave or travel to or within U.S. possessions of Puerto Rico, Virgin Islands, Guam, American Samoa, and Northern Mariana Islands do not require travel clearance.

c. Leave travel clearance also applies to permissive TDY and pass request.

8. **OCONUS** leave request must include the following **(NO EXCEPTIONS)**:

a. Completed DA Form 31 with accurate leave address and telephone contact number, in block 6.

b. Submit most recent LES.

c. Request for Personnel Clearance (DA Form 4187).

d. Valid copy of Passport/number.

e. Travel itinerary, location stops, name of airline, dates of travel, email contact, address and telephone number. Students traveling by POV will complete a Trips form under AKO at <https://safety.army.mil/TOOLS/TravelRiskPlanningSystemTRiPS/tabid/630/default.aspx>.

f. Country Clearance if applicable.

g. AT Level 1 Awareness Training.

h. SERE 100 Code of Conduct Training Course Certificate, if applicable.

i. Pre-OCONUS (ISOPREP) Certificate.

9. Submit required documents/packet to the USASD Operations Administrative Clerk within the prescribed timeline. Visit the USASD website: <https://usasd.armylive.dodlive.mil/operations/> for required documents/packets and POC.

10. Leave request not in compliance with AR 600-8-10 and this policy will be returned without action.

ATMT-LTB-LSD

SUBJECT: Policy Memorandum #12 – **Ordinary Leave**

11. Point of contact for this memorandum is the undersigned at (803) 751-5305.

A handwritten signature in black ink, appearing to read 'E. Victoria Nieto', is positioned above the printed name.

E. VICTORIA NIETO
CPT, AG
Commanding



DEPARTMENT OF THE ARMY
UNITED STATES ARMY STUDENT DETACHMENT
5450 STROM THURMOND BOULEVARD ROOM 244
FORT JACKSON, SOUTH CAROLINA 29207

ATMT-LTB-LSD

08 December 2016

MEMORANDUM FOR All personnel assigned or attached to the United States Army Student Detachment (USASD), Fort Jackson, SC 29207

SUBJECT: Policy Memorandum #13 – **Emergency Leave**

1. References:

- a. AR 600-8-10, Leaves and Passes, dated 15 February 2006, RAR 001 dated 4 August 2011.
- b. Joint Travel Regulation (JTR), Chapter 7, Special Circumstances Travel and Transportation.
- c. This memorandum supersedes previous version of Policy Memorandum #13.

2. Emergencies will be handled with compassion and timeliness.

3. Rules to request emergency leave

a. Soldiers may request emergency leave with or without American Red Cross verification. Verification from the American Red Cross is desirable, but not required if documentation from other official source is available. Verification from the American Red Cross is required when duty station is at an OCONUS location.

b. The unit commander is the approval authority.

c. The unit may request verification through the Field Director, American Red Cross (AMCROSS) or, if necessary, from the military activity nearest the location of the emergency, if they doubt the validity of a situation or of the necessity of the Soldier's presence. Commanders should not disapprove emergency leave based solely on a lack of a Red Cross message.

d. Soldiers may be authorized emergency leave for up to 30 days for emergency situations within the immediate Family. Soldiers may use accrued, advanced, excess leave or a combination. For a person in loco parentis, the Soldier must have a signed statement in his/her record verifying loco parentis status.

e. **The immediate Family** includes the following Family members of either the Soldier or the Soldier's spouse:

- (1) Parents, including stepparents.
- (2) Spouse.
- (3) Children, including stepchildren.
- (4) Sisters, including stepsisters.
- (5) Brothers, including stepbrothers.
- (6) Only living blood relative
- (7) A person in loco parentis

e. **Loco parentis.** A person in loco parentis is one who stood in place of a parent to the Soldier or the Soldier's spouse for 24 hours a day, for at least a 5-year period before the Soldier or the Soldier's spouse became 21 years of age. The person must have provided a home, food, clothing, medical care, and other necessities as well as furnished moral and disciplinary guidance and affection. A grandparent, or other person, normally is not considered to have stood in place of a person when the parent also lived at the same residence. A person is not considered in loco parentis for performing baby-sitting or providing day care services.

4. Guidelines for authorizing emergency leave as established in AR 600-8-10, Chapter 6, are as follows:

a. When the Soldier's presence will contribute to the welfare of a terminally ill member of the immediate Family when the expected date of death is within the month.

b. The death of an immediate Family member.

c. For a serious situation involving accident, illness, or major surgery that cannot be postponed due to the urgency of the medical condition. The situation must result in a serious Family problem. The Family problem must impose important responsibilities on the Soldier that must be met immediately and cannot be accomplished from his duty station or by any other individuals or by other means.

d. When the Soldier is affected personally by a disaster (for example, hurricane, tornado, or flood) when severe or unusual hardship would be encountered if the Soldier failed to return home.

5. Guidelines for other types of situations where a Soldier may request emergency leave for situations within the immediate Family, but where ordinary leave should be considered, are as follows:

a. Marital problems that need resolving, threatened divorce, or other personal problems. (Request should be approved if a severe life threatening situation is documented.)

b. To attend court hearings to resolve financial problems. (Money spent on emergency leave may aggravate problem.)

c. To assist in harvesting crops or participating in managing business firms.

d. Psychoneurosis based on Family separation. (Exceptions may be made when the attending physician believes that a severe psychotic episode is indicated and the member's return might prevent institutionalization.)

e. To settle estate of a deceased relative.

f. Situations involving a grandparent (not in loco parentis) aunt, uncle, cousin, niece, or nephew (when not the only living blood relative) or for a friend, fiancée, or fiancé.

6. In the event of an emergency, contact USASD at (803) 751-5540/5321/5305 immediately. Emergency leave requests will be approved in accordance with this policy and AR 600-8-10. Please contact the USASD prior to making any travel arrangements. In the event that a Soldier cannot contact USASD, call the USASD Staff Duty at (803) 429-5139. If stationed OCONUS, we will require a Red Cross message. Funding for travel maybe authorized at government expense as specified in the JTR and in accordance with AR 600-8-10. CONUS Emergency Leave is at your expense and we do not require any additional documentation.

7. Point of contact for this memorandum is the undersigned at (803) 751-5305.


E. VICTORIA NIETO
CPT, AG
Commanding



DEPARTMENT OF THE ARMY
UNITED STATES ARMY STUDENT DETACHMENT
5450 STROM THURMOND BOULEVARD ROOM 244
FORT JACKSON, SOUTH CAROLINA 29207

ATMT-LTB-LSD

08 December 2016

MEMORANDUM FOR All personnel permanently assigned to the United States Army Student Detachment (USASD)

SUBJECT: Policy Memorandum #14 – **Passes**

1. References:

a. AR 600-8-10, Leaves and Passes, dated 15 February 2006, RAR 001 dated 4 August 2011.

b. This memorandum supersedes previous version of Policy Memorandum #14.

2. It is the intent of this command to ensure all Soldiers receive equal time off from their daily duties without having to use accrued leave.

3. A pass begins and ends on post, at duty location (University/Training Agency), or at the location from where Soldier normally commutes to duty. Soldier must be physically at one of these locations when departing to or returning from a pass.

4. In accordance with (IAW) AR 600-8-10, a special pass (Para. 5-29) may be granted for either three (3) or four (4) days.

5. IAW AR 600-8-10, Chapter 8, pass request for outside continental United States (OCONUS) require travel clearance. Refer to USASD Policy Memorandum #9, paragraphs 6 and 7 for requirements and documents. OCONUS pass request must be submitted 45 days prior to the start date of request.

6. **Permanent party USASD Soldiers assigned to Fort Jackson:**

a. Mileage passes must be approved by the chain of command when traveling outside 250 miles of Fort Jackson. Provide risk assessment and POV Inspection.

b. All passes will be coordinated through the chain of command and must be approved ten days prior to the departure date. Provide risk assessment and POV Inspection.

c. Special passes that are awarded to personnel for exceptional performance must be used within 30 days of receiving the pass.

ATMT-LTB-LSD

SUBJECT: Policy Memorandum #14 – **Passes**

d. Company Leadership may pull passes at any time if mission or adverse action dictates.

7. **USASD Students** planning to travel 250 miles outside their assigned duty location and/or outside of assigned country are required to submit a Request and Authority for Leave (DA Form 31) under a regular pass (3 days or less), ordinary leave (4 days or greater) or Permissive Temporary Duty (PTDY). Requests must be received by the USASD no later than 10 working days prior to departure. OCONUS requests outside of assigned country must be submitted 45 days prior to the start date of request.

8. Submit request with supporting documents to the USASD Operations Administrative Clerk within the prescribed timeline. Visit the USASD website at <https://usasd.armylive.dodlive.mil/contact-information/> for contact information.

9. The point of contact for this memorandum is the USASD Operations NCOIC at (803) 751-3795.


E. VICTORIA NIETO
CPT, AG
Commanding



DEPARTMENT OF THE ARMY
UNITED STATES ARMY STUDENT DETACHMENT
5450 STROM THURMOND BOULEVARD ROOM 244
FORT JACKSON, SOUTH CAROLINA 29207

ATMT-LTB-LSD

08 December 2016

MEMORANDUM FOR All personnel permanently assigned to the United States Army Student Detachment (USASD)

SUBJECT: Policy Memorandum #15 – **Permanent Change of Station (PCS) Leave**

1. References:

a. AR 600-8-10, Leaves and Passes, dated 15 February 2006, RAR 001 dated 4 August 2011.

b. This memorandum supersedes previous version of Policy Memorandum #15.

2. Soldiers assigned to USASD are on an honor system for leave and are expected to submit a Request and Authority for Leave (DA Form 31) for leave after graduation or training has ended.

3. **PCS leave request:** A completed DA Form 31 and most recent Leave and Earnings Statement (LES) is required for all PCS moves to include **"No-Cost Moves"**. You are authorized **five (5) business days** to reconcile personal issues at physical duty location after classes, graduation, or training has ended. **PCS leave will start on the day after the last business day**; however, if you begin travel within the **five (5) business days** your leave must start on the day you physically depart losing duty station. **In accordance with (IAW) AR 600-8-10, Chapter 7, report date to gaining station must be annotated in Block 10b of DA Form 31.**

4. **PCS leave request outside of the continental United States (OCONUS): IAW AR 600-8-10, Chapter 8;**

a. Soldiers desiring to take leave or travel outside the United States or outside the territory or foreign country of current assignment must obtain travel clearance approval.

b. Soldiers desiring to take leave or travel to or within U.S. possessions of Puerto Rico, Virgin Islands, Guam, American Samoa, and Northern Mariana Islands do not require travel clearance.

c. Refer to USASD Policy Memorandum #9, paragraph 7 for required documents.

5. **PCS leave request with Permissive Temporary Duty (PTDY):** PTDY must be annotated in Block 17 (REMARKS) of DA Form 31 with specific dates. **A maximum of**

ATMT-LTB-LSD

SUBJECT: Policy Memorandum #15 – **Permanent Change of Station (PCS) Leave**

ten (10) days PTDY for house hunting is authorized. Please visit gaining station housing representative to authenticate PTDY for house hunting upon arrival.

6. **PCS leave request with TDY en route:** Dates will be annotated in Block 17 (REMARKS) of DA Form 31 and must be during your requested PCS leave dates.
7. Submit PCS leave request to include requests for travel outside of the United States along with out-processing packet to your Out-processing POC. Visit the USASD website at <https://usasd.armylive.dodlive.mil/out-processing/> for Out-processing procedures and contact information.
8. PCS leave request not in compliance with AR 600-8-10 and this policy will be returned without action.
9. Approved PCS DA Form 31 will be returned to you NLT 7 days prior to your requested departure.
10. Point of contact for this memorandum is the undersigned at (803) 751-5305.


E. VICTORIA NIETO
CPT, AG
Commanding